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From: Ferguson, Cynthia (ENRD)
Sent: Tue 2/7/2017 3:59:34 PM
Subject: Re: Informational Session/Training for EJ IWG Max.gov Site

I would also like to add my assistant Jessica Washington to the list of Administrator's for the Public Participation Committee and the Strategy Committee. I have added her to the cc's on this email. She is here on Mondays and Wednesdays until 3:30pm. I hope we can find a time that will work for her as well. When you have a sense of how long the training will be, I will send you our availability.

Thank you for coordinating this and all of your work on revising the Max.gov site.

Thank you,
Cynthia

Sent from my iPhone; please excuse typos, etc.

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On Feb 7, 2017, at 10:14 AM, Hughes-Baldwin, Grant <hughes-baldwin.grant@epa.gov> wrote:

Hello,

If you are receiving this email, your name has been put forward as the future administrator for

your EJ Interagency Working Group Committee's portion of the new Max.gov site. My name is Grant, and I have been working in OEJ to develop this online collaborative space. I would like to offer to set up a time (or two) to meet with you to show you how the site works and answer any questions you may have.

I have put together and attached here three documents that you can use as resources when using and managing the site space. Firstly, there is a User Guide, which is intended to assist your other committee members in accessing and navigating the site. Secondly, there is an Administrator Guide, intended to assist you in managing the space. And finally, there is an Administrator Addendum, which describes additional information intended for the admins, and is compiled in a Q&A format.

I think it would be important to review these documents before we meet – that way, I can answer specific questions you may have about the webpage and its functions. I am in the office on Tuesdays and Thursdays only; however, I often have great flexibility during those days. Ideally, I believe it would be best if we could meet in person, but if that is not an option, we could work to set up a remote conference session as well. I want to make sure that you are supported in entering into the use of this tool, and have had an opportunity to ask questions. I look forward to hearing back from you soon regarding thoughts on a session and possible times in the next few weeks that you may prefer.

Thank you,

Grant Hughes
Office of Environmental Justice, EPA
202-564-2774

<EJ IWG Max.gov User Guide.docx>
<EJ IWG Max.gov Administrator Guide.docx>
<EQG Max.gov Administator Guide Q and A Addendum.docx>